



## Safeguarding Framework at Kiln Theatre

Kiln Theatre works with children, young people and adults, some of whom are 'adults at risk of harm'. We are committed to safeguarding the people that we work with and promoting their welfare. Kiln Theatre will work to keep children, young people and adults at risk safe, providing a secure and comfortable environment in which they can benefit fully from our programmes and maximise their potential.

At Kiln Theatre we are committed to providing systems for the recognition and referral of safeguarding issues. To this end:

- Kiln Theatre has a nominated Designated Safeguarding Lead, Deputies and a Designated Safeguarding Trustee.
- All staff and volunteers must produce an original DBS disclosure statement, which is less than 2 years old and/or a pin for the update service. Kiln Staff and Trustees will be subject to a DBS check, updated every two years. Details will be filed in the Central Personnel Log.
- All staff are required, as part of their contractual duties, to carry out the necessary Risk Assessments in relation to safeguarding where necessary.
- All staff are provided with access to Kiln Theatre 'Safeguarding Documents' – a group of policies and procedures which guide all our work with children, young people and adults at risk.
- All staff working with children and adults at risk receive annual safeguarding training.
- Hirers are permitted to use only the space/s they have hired. If a member of Kiln Theatre staff is unsure of the purpose of any external client's visit, then they should ask.
- Access to spaces is via access card.
- The Head of Creative Engagement is consulted prior to the hiring of any spaces where outside bookers may come into direct contact with children and young people who access our programmes, and DBS checks for external hirers may be required when appropriate.

Kiln's Safeguarding documents are split into two sections:

**Part One** contains core policies, definitions, responding and reporting procedures and forms

**Part Two** contains specific policies, procedures, codes of conduct and other relevant forms

### **Key Safeguarding Contacts: Organisational**

Designated Safeguarding Lead (DSL): Romana Fello, Head of Creative Engagement,  
[romanafello@kilntheatre.com](mailto:romanafello@kilntheatre.com)/ 020 7372 6611

Deputy Designated Safeguarding Lead (Adults at Risk): Stella Taljaard, Participation Producer,  
[stellataljaard@kilntheatre.com](mailto:stellataljaard@kilntheatre.com)/ 07375 532006

Deputy Designated Safeguarding Lead (Young People): Imogen Fletcher, Learning Producer,  
[imogenfletcher@kilntheatre.com](mailto:imogenfletcher@kilntheatre.com)/ 07714 253106



### **Key Safeguarding Contacts: Senior Management and Board Level**

Iain Goosey, Executive Director, [iaingoosey@kilntheatre.com](mailto:iaingoosey@kilntheatre.com) / 07828 432238

Simon Davis, Head of Operations and Front of House, [simondavis@kilntheatre.com](mailto:simondavis@kilntheatre.com)

Louis Charalambous, Designated Safeguarding Trustee, [louis.charalambous@icloud.com](mailto:louis.charalambous@icloud.com)

### **Key Safeguarding Contacts: External**

**Brent Family Front Door : 020 8937 4300** (9am - 5pm) or Brent's Emergency Duty Team after hours on 020 8863 5250

**Brent Adult Safeguarding Team: 020 8937 4098/ 4099**

**Kilburn Police Station:** 020 7372 1212. 38 Salisbury Rd, London, NW6 6NN

**NSPCC:** 0808 800 5000 (24hrs line)

### **Our safeguarding policy**

This policy and associated policies and procedures apply to all staff, including senior managers and board of trustees, paid staff, volunteers and sessional workers, students or anyone working on behalf of Kiln Theatre.

The purpose of our Safeguarding policy and documents are:

- To protect children and adults at risk of harm who access our Creative Engagement programme and visit our building.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

Kiln Theatre believes that no child or adult at risk of harm should ever experience abuse of any kind. We have a responsibility to promote the welfare of all children and adults at risk and to keep them safe. We are committed to working in a way that protects them.

### **Legal framework and Guidance**

This policy has been developed on the basis of legislation, policy and guidance that seeks to protect children and adults at risk in England and includes but is not limited to:

- Children Act 1989 and 2004
- Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012
- Counter-Terrorism and Security Act 2015
- Children and Families Act 2014
- Children and Social Work Act 2017
- Data Protection Act 2018; General Data Protection Regulation (GDPR) 2018
- Human Rights Act 1998
- Working Together to Safeguard Children 2023

- Prevent Duty Guidance 2023
- What to do if you're worried a child is being abused: Advice for Practitioners 2015
- Information sharing; Advice for Practitioners providing safeguarding services to children, young people, parents and carers 2018
- Sexual Offences Act 2003
- Mental Capacity Act 2005
- The Care Act 2014
- Deprivation of Liberty Safeguards
- Making Safeguarding Personal Guide 2014
- Data Protection Act 2018; General Data Protection Regulation (GDPR) 2018

**We recognise that:**

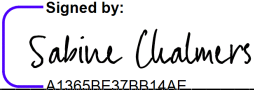
- The welfare of the child and adult at risk of harm is paramount in all the work we do and the decisions we take.
- All children and adults at risk of harm, regardless of age, disability, gender, gender reassignment, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Some children/adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

Working in partnership with children, adults at risk of harm, their parents, carers and other agencies is essential.

Please refer to our separate Safeguarding Children and Child Protection policy and Safeguarding Adults at Risk of Harm policy below.

**We are committed to reviewing our policies and good practice annually.**

This framework document was last reviewed in: **February 2026**

Signed by:   
Signed: A1365BE37BB14AE

**Sabine Chalmers**  
**Chair of Trustees**

Date: 24/2/2026

# Safeguarding Children and Child Protection Policy

## Who does this policy apply to?

This policy applies to anyone working on behalf of Kiln Theatre, including senior managers and the board of trustees, employees, freelancers, volunteers, sessional workers, agency staff and students or anyone else working on behalf of Kiln Theatre regardless of location.

## About Kiln Theatre

Based in Kilburn, Kiln Theatre creates internationally renowned, high quality, engaging and innovative plays which present the world through a variety of different lenses, amplifying unheard and ignored voices into the mainstream.

The Creative Engagement programme at Kiln aims to champion the imagination, aspiration and potential of the Brent Community young and old.

## Who is a child?

There are different definitions of the term “child” across the UK and we have included these within this document for reference.

For the purpose of this document we use the guidance provided by the document [Working Together to Safeguard Children 2023](#) which describes a child **as anyone who has not yet reached their 18th birthday.**

This is regardless of whether they are

- living independently
- in further education
- a member of the armed forces
- in hospital; or
- in custody in the secure estate

## Who is a “young person”?

There is no specific definition of a young person. However, older children may be referred to or refer to themselves as young people.

For the purpose of this policy we use the terms child, children or young person or young people to refer specifically to those under the age of 18. For those “young people” aged over 18 you should refer to the [Kiln Theatre Safeguarding Adults at Risk of Harm Policy](#)

## We will seek to keep Children and Young People safe by:

- Valuing, listening to and respecting them
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Developing and implementing effective e-safety and online policies and related procedures
- Providing effective management for staff through supervision, support and training
- Recruiting staff safely, ensuring all necessary checks are made and recorded.
- Sharing information about safeguarding and good practice with children, parents, staff and volunteers

- Sharing concerns with agencies who need to know, and involving parents, children and families and carers appropriately.
- Recording, storing and using information securely and confidentially.
- Sharing information about safeguarding and good practice with children and their families
- Making sure that children, young people and their families know where to go for help if they have a concern, by providing accessible safe information in a range of formats, sharing them regularly and offering opportunities to discuss them.
- Managing any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Sharing and referring back to a Participant Guidelines document with children and young people which outlines appropriate behaviour and the steps which will be taken if guidelines are not adhered to.
- Having complaint raising and whistleblowing measures in place.
- Providing a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Implementing and monitoring child protection procedures and reviewing, updating this policy regularly for approval by the Board and always in accordance with new legislation.
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- Offering systems for children to tell us what they think we should be doing to keep them safe and acting on their views where possible.
- Being accountable and transparent in our safeguarding approach.

This Safeguarding Children and Child Protection policy should be read alongside Kiln Theatre Safeguarding Framework, and Kiln Theatre Safeguarding Documents Part 1 and 2.

If you have any concerns, questions or observations about this document, please contact the Key Safeguarding contacts listed on page 1 and 2.

This policy will be reviewed every 1 year.

**Date of Issue: February 2026**

**Date for Review: February 2027**

# Safeguarding Adults at Risk of Harm Policy

## Who does this policy apply to?

This policy applies to anyone working on behalf of Kiln Theatre, including senior managers and the board of trustees, employees, freelancers, volunteers, sessional workers, agency staff and students or anyone else working on behalf of Kiln Theatre regardless of location.

## About Kiln Theatre

Based in Kilburn, Kiln Theatre creates internationally renowned, high quality, engaging and innovative plays which present the world through a variety of different lenses, amplifying unheard and ignored voices into the mainstream.

The Creative Engagement programme at Kiln aims to champion the imagination, aspiration and potential of the Brent Community, young and old.

## Who is an adult at risk of harm?

An adult at risk of harm is described by the Care Act 2014 as someone over the age of 18 who:

- has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

## Our Approach

At Kiln Theatre we take our responsibility for the welfare of adults at risk of harm very seriously and we are committed to practicing in a way which protects them.

## We acknowledge that:

- Safeguarding is everyone's responsibility.
- If adults at risk of harm are to receive the right help at the right time, everyone who encounters them has a role to play in identifying concerns, sharing information and taking prompt action.
- All adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some people are additionally vulnerable because of
  - Personal characteristics which may include, but are not limited to, age, disability, learning disability, illness, mental or physical health needs.
  - Life circumstances which may include, but are not limited to, isolation, socio-economic factors, and environmental living conditions.
- By working in partnership with adults at risk of harm, their parents, carers and other agencies we can promote their welfare and keep them safe.

## We acknowledge the six key principles identified by the Care Act 2014 which are described as:

- **Empowerment:** People are supported and encouraged to make their own decisions
- **Prevention:** It is better to take action before harm occurs

- **Proportionality:** The least intrusive response appropriate to the risk presented
- **Protection:** Support and representation for those in greatest need
- **Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability:** Accountability and transparency in safeguarding practice.

**We will seek to keep the adults at risk of harm that we work with safe by:**

- Valuing, listening to and respecting them.
- Using safeguarding best practice through our policies, procedures and code of conduct for all staff and volunteers
- Developing and implementing an effective online safety policy
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made and recorded
- Providing effective management for staff and volunteers through supervision, support and regular training
- Recording, storing and using information securely
- Having appropriate confidentiality and information sharing procedures in place when safeguarding adults at risk.
- Sharing information about safeguarding and good practice with adult participants and their family or carers as appropriate.
- Making sure adults know where to go for help if they have a concern.
- Preventing harm wherever possible.
- Ensuring that all adults will be treated equally and supported in being able to access the activities and services that we deliver.
- Providing a safe environment for adults to take part in our activities and services.
- Taking seriously all suspicions and allegations of concerns or abuse and respond to them swiftly and appropriately.
- Ensuring that adults at risk of harm are supported and encouraged to make their own decisions.
- Supporting and representing those people who have greatest need.
- Managing any allegations against staff and volunteers appropriately, swiftly and vigilantly.
- Being accountable and transparent in our safeguarding approach.

This Safeguarding Adults at Risk of Harm policy should be read alongside Kiln Theatre Safeguarding Framework, and Kiln Theatre Safeguarding Documents Part 1 and 2.

If you have any concerns, questions or observations about this document, please contact the Key Safeguarding contacts listed in on page 1 and 2.

This policy will be reviewed every 1 year.

**Date of Issue: February 2026**

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# Further Kiln Safeguarding documents - Contents

The Safeguarding Framework, alongside the Safeguarding Children & Child Protection Policy and Safeguarding Adults at Risk of Harm Policy, is the introduction to a group of documents which outline the safeguarding approach for Kiln Theatre. It is important that you make yourself familiar with Kiln Theatre Safeguarding Documents Part 1 and 2, and the information within them:

## Kiln Theatre Safeguarding Documents Part 1

- Safeguarding Children and Child Protection Policy 7
- Safeguarding Adults at Risk of Harm Policy 9
- Categories of Abuse in Children 11
- Categories of Abuse in Adults 15
- Responding to Concerns, Allegations and Disclosures 18
- Reporting Procedures 20
- Incident Report Form 22
- Responding to Allegations Against a Member of Staff 27
- Responding to Allegations Against a Child 32

## Kiln Theatre Safeguarding Documents Part 2

- Safeguarding Code of Conduct: Staff 4
- Safeguarding Code of Conduct: Youth Participants (Participant Guidelines) 7
- Safeguarding Procedures 11
- Safeguarding Declaration Form: Staff 17
- Film and Photography Policy and Procedures 18
- Safe Filming and Photography Code of Conduct Form: Freelancer Photographers/Filmmakers 22
- Participant Photography and Filming Consent Form: Participants and Parents/Carers 23
- Participant Photography and Filming Consent Form: Adults 25
- Sharing Safeguarding Information 26
- Online Safeguarding Policy 29
- Online Safeguarding Procedures 31
- Online Working Code of Conduct Form: Staff in Creative Engagement projects 34
- Online Safety Agreement: Participants in Creative Engagement projects 35
- Anti Bullying Policy: Creative Engagement Projects 37
- Safe Recruitment Policy and Procedures 41